

DEAN'S CABINET MINUTES  
FEBRUARY 26, 2024

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*Helena College Mission:*

*Helena College supports our diverse community by providing the paths and tools necessary to assist learners in achieving their educational and career goals.*

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CABINET MEMBERS:

- **Sandra Bauman**, Dean/CEO
- **Kelley Turner**, Exec. Director of Operations
- **Stephanie Hunthausen**, Exec. Dir. CTE & DE
- **Valerie Curtin**, Exec. Dir. Compliance/Fin. Aid
- **Jessie Pate**, Dir. IR/Effectiveness
- **Mel Ewing**, CIO
- **Robyn Kiesling**, Exec. Dir. Gen Ed & Transfer
- **Sarah Dellwo**, Exec. Dir. Enrollment
- **Abigail Rausch** Director of Marketing ...
- **Cari Schwen**, Exec. Director of Retail Services
- **Melanie Heinitz**, Executive Assistant & Office Manager (recorder)

**Holiday-no Cabinet Mtg.:2/19/2024**

**Pre-Read:**

- **Policy 400.8 - Protection and Safety of Minors in College Programs (SB)**
- **eLearning & Faculty Development NAPR DRAFT Cabinet**
- **Special Retention Initiatives NAPR DRAFT Cabinet**

**Mastermind Discussion:**

- **Strategy Time (8:30-9:00) Program Reviews:**
- **Approve Minutes:** Deferred
- **Questions on Updates:** None
- **SOC Update:** None
- **CARE Updates:** None
- **Policy 400.8 (SB)** – Adding this to the next agenda as time was spent.  
[https://helenacollege.edu/campus\\_facilities/policiesprocedures/docs/CurrentPolicies/policy400.8-protection-and-safety-of-minors-in-college-programs\\_20230101.pdf](https://helenacollege.edu/campus_facilities/policiesprocedures/docs/CurrentPolicies/policy400.8-protection-and-safety-of-minors-in-college-programs_20230101.pdf)
- **Discuss eLearning & Faculty Development Program Review**  
**Program reviews:** NAPR – eLearning & Faculty Development 2023-2024
  - The Cabinet reviewed and prepared their initial finding
- **Discuss Special Retention Initiatives Program Review**  
**Program reviews:** TRIO/Retention Initiatives 2023-2024
  - The Cabinet reviewed and prepared their initial finding
- **NWCCU Evaluators:** The NWCCU is always looking for evaluators if any Cabinet members are interested.
- **Meet Carie Kelly:** Valerie had Carie share a bit about herself with the Cabinet.